

Who we are:

The Tennessee Department of Correction (TDOC) is a multi-faceted agency with a responsibility to serve the public by operating safe and secure prisons and providing effective community supervision. We take our mission seriously and every employee will work extremely hard to ensure we never compromise public safety.

The Department of Correction has approximately 6500 employees operating eleven prisons, six day reporting centers, an investigative-compliance unit and numerous probation/parole offices across the state. TDOC Central Office is located in downtown Nashville.

What we do:

With the implementation of the Public Safety Act TDOC is able to provide seamless supervision to offenders in jail, prison, parole, probation, and community corrections to positively impact an offender's chances for success. We have an inherent responsibility to provide offenders with an opportunity to grow and change.

How you make a difference in this role:

As an intern you will have the opportunity to work with TDOC programs that affect public safety and offender success across the state.

TN State Government Careers

Probation/Parole Officer
Correctional Counselor
Correctional Security
Correctional Compliance



Human Resources Intern

Location: Davidson County

Compensation: Unpaid

Overview

The Tennessee Department of Correction (TDOC) Human Resources (HR) Division supports Executive Staff, TDOC Administrators, and TDOC employees across the state. HR provides staff management solutions that empower TDOC work location's HR staff and business leaders to manage their workforce in an effective and efficient manner. The Division's core services include strategic plans for recruitment and retention, creation and maintenance of the Agency's job classification and pay structure, affirmative action consulting services, including the states performance management program, policy development and interpretation, creation and dissemination of HR metric reports, project management and practical application tools designed to assist TDOC in minimizing HR compliance risks. HR also provides oversight of the administration of state employees' benefits plans and staff time and labor functions. The HR Division has implemented effective and evidence-based programs and policies to maximize compliance with American Correctional Association Standards, the State Department of Human Resources Policies, and laws governed by the Fair Labor and Standards Act.

Responsibilities

Applies knowledge and theory learned to develop and interpret HR policies, procedure manuals, metric reports, etc. as required to facilitate accurate data gathering, and dissemination. Develops knowledge to advise business partners on the appropriate application of departmental, state, and federal laws, policies, and procedures for human resources decision making to ensure compliance and effective business practices. Observes and develops skills by participating in recruiting and retention events and initiatives. Learns to project staffing and identify timelines needed to complete projects to meet the strategic plan of the Agency. Learns to negotiate with internal business partners to ensure legally defensible and accurate employment decisions are made based on departmental, state, and federal laws, processes, and procedures. Estimates future staffing and skill requirements needed for succession planning. Will apply techniques of project management in developing program and implementation plans for an assigned project. Learns to interpret specialized information for business partners to ensure understanding and facilitate relationships. Applies a variety of staff analytic techniques to human resources and general management problems to ensure that recommendations for change and action are workable and comply with professional standards of excellence.

Preferred Qualifications

Working toward obtaining a Bachelor's, Master's, or PHD with a major in Human Resources, Business Administration, or related field and being classified/enrolled as a junior or greater. The internship must be for academic credit.

Applicant must submit to and pass: Background Investigation

Performance Expectations

Human Resources Interns will be exposed to and expected to learn concepts related to recruitment and retention, metric reporting and data dissemination, federal and state laws, policies and procedures. They will be expected to apply techniques of project management in developing program and implementation plans for an assigned project. The interns will be expected to integrate knowledge and theory learned in the classroom with practical application and skills development as they observe and participate in the day-to-day operations of the TDOC Human Resources Division. Interns are expected to develop interpersonal skills necessary to interact with TDOC Executive Staff, internal and external business partners, and TDOC employees.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.

To Apply Please send the following documents to Kimberly.Mantlo@tn.gov with the title of this internship and location preference in the subject line

- Resume
- Most recent transcripts (2.5 GPA is required)
- 2 letters of professional recommendation
- Letter of intent